

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Administrative Services

SALARY GROUP: A13

DEPARTMENT: State Counsel for Offenders

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Rudolph Brothers, Jr. DATE: 9/29/2015

POSITION #: 015082

I. JOB SUMMARY

Performs complex administrative support and technical program assistance work. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and disseminates information concerning agency programs and procedures; assists with human resources work; performs complex typing and word processing; and responds to inquiries regarding rules, regulations, policies, and procedures.
 - B. Prepares, reviews, edits, and reconciles discrepancies in correspondence, reports, summaries, vouchers, requisitions, records, and other related forms and documents ensuring conformance to rules, regulations, policies, and procedures; and researches, composes, designs, and edits agency publications to include brochures and manuals.
 - C. Maintains filing, record keeping, and records management systems to include automated information systems; and compiles and enters data for charts, graphs, and databases, makes calculations, and prepares administrative and statistical reports.
 - D. Schedules and coordinates appointments, interviews, and conferences; makes travel arrangements and reservations and prepares related documents; assists in the preparation of presentations for administrative and executive meetings; and provides liaison with local, state, and federal agencies, and private organizations.
 - E. Coordinates the receiving, storing, and issuing of files, materials, and supplies; maintains and monitors files, logs, and records; assists with answering and routing incoming phone calls; processes incoming and outgoing mail; and confers with staff on program problems.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Administrative Services

SALARY GROUP: A13

DEPARTMENT: State Counsel for Offenders

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. One year full-time, wage-earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
4. Human resources experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to review technical data and prepare technical reports.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -
Administrative Services

SALARY GROUP: A13

DEPARTMENT: State Counsel for Offenders

Page 3 of 3

10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill in the electronic transmission of communications.
12. Skill to type 45 words per minute (with no more than 10 errors).

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.